

Certified North Carolina Immunization Registry (NCIR)

Pharmacy Trainer

1. Sign a trainer agreement and confidentiality agreement
2. Complete a self-study – will take approximately 45 minutes to complete and link will be provided upon receipt of agreements
3. Register for a user ID – this will allow access to the NCIR, instructions will be provided upon receipt of agreements
4. Attend live training webinar – will take approximately 2 hours, more details below
5. Pass competency assessment - a link to take the competency assessment will be provided immediately upon conclusion of the webinar. Those that successfully complete the assessment will have their user ID accounts activated and will be able to begin training pharmacies.

Webinar Schedule:

Each trainer must attend one two-hour webinar to become certified. Webinars will be held on a quarterly basis. The dates of the webinars are as follows:

Expectations:

<u>Webinar Dates</u>
Tuesday, March 24th 2015 from 9:30 to 11:30 am.
Wednesday, May 13, 2015 from 9:30 to 11:30 am
Wednesday, August 12, 2015 from 9:30 to 11:30 am.
Wednesday, November 18 from 9:30 to 11:30 am.

The overall expectations of being a NCIR Pharmacy Trainer within your chain or independent pharmacies include:

- Serve as an ongoing point of contact for each pharmacy user trained
- Provide a comprehensive training of the NCIR to others who need access to the NCIR using the training resources provided by the NC Immunization Branch.
- Complete and return a roster to the Immunization Branch within 48 hours for each store that has been trained. The roster will include the following information:
 - Name of pharmacy,
 - Store number,
 - Date of training, and
 - Name of each person trained, including user ID, user role, and email address